

National Institute of open schooling
Senior Secondary Course : Library and Information Science
Lesson 11 : Arrangement and Maintenance of Library Material
Worksheet – 11

1. Please explain what is the work of maintenance section of a library? Is weeding out of old documents important in any library and why?
2. Why should we keep periodical collection separate from other collection, does it effects in servicing of library?
3. In Open Access System, what is the role of shelving, how important is it for the convenience of users?
4. What do you think is broken order arrangement of books effective?
5. What is the meaning of shelf rectification? How important is it for the arrangement of books.
6. What are the different stages of work involved with the periodicals than books?
7. Visit website of any library including NIOS, search 10 Books in a catalogue and note down call number of these books; you can find this in print catalogue also if you want.
8. Preservation is concerned with maintaining or restoring access to artifacts, documents and records through the study, diagnosis, treatment and preservation of decay and damage. It should be distinguished from conservation which refers to the treatment and repair of individual items to slow decay or restore them to a usable state ,
To Do : Create a Question for the Para given above.
9. Write down ten points how to save your library from theft and tearing out pages from the books in open access system?
10. If you are in charge of library and you have to give a report on the stock verification of your library, which method will you use and why ?